



City of Memphis
Summer Youth Employment Program
2009

Questions Frequently Asked by Applicants

MENU OF QUESTIONS

1. How do I know if I am eligible for SYEP?
2. When will the program begin and end?
3. Will have to work on the July 4th holiday?
4. How much will I be paid?
5. When will I be paid?
6. Will I receive pay for sick days, vacation or holidays?
7. When is the deadline to apply?
8. What will I need before I apply?
9. How do I obtain an e-mail address?
10. How do I apply?
11. Where do I get a printed application?
12. Can I submit more than one SYEP application?
13. Do I have to pay any fees to apply or to work for SYEP?
14. How will SYEP select participants for the program?
15. How does the lottery work?
16. Where and when will the lottery be held?
17. How will I know if I am selected to participate?
18. What is a SYEP worksite?
19. How are assignments to worksites made?
20. If I don't like my worksite can I go to another worksite?
21. What kind of work will I do?
22. Can I work overtime?
23. Whom do I contact if I have problems at my worksite?



**City of Memphis
Summer Youth Employment Program
2009**

Questions Frequently Asked by Applicants

ANSWERS TO FAQ

1. How do I know if I am eligible for SYEP?

To apply for SYEP, both of the following must be true for you:

- You will be at least 14 but not older than 21 on June 8, 2009.
- Your permanent home address is within the city limits of Memphis.

2. When will the program begin and end?

The 2009 SYEP employment period will last for 8 weeks.

Starting Date: June 8, 2009

Ending Date: July 31, 2009

3. Will have to work on the July 4th holiday?

Participants will not work July 4th holiday and will not be paid for that day.

4. How much will I be paid?

- 14-15 year-olds \$6.00 per hour; 20 hours per week
- 16-21 year-olds \$6.85 per hour; 30 hours per week

5. When will I be paid?

- Participants will be paid for a two-week pay period
- Pay day will be the Friday after the end of a pay period.
- Pay Days: June 26; July 10; July 24; August 7.

6. Will I receive pay for sick days, vacation or holidays?

No. Participants will not be paid for any time that is not worked.

7. When is the deadline to apply?

The deadline to submit a complete application is:
Sunday, January 11, 2009.

8. What will I need before I apply?

You will need your social security number and an e-mail address in order to complete the on-line application.

9. How do I obtain an e-mail address?

Many internet providers such as AOL, MSN, Yahoo! and HotMail offer free e-mail. Simply choose a company and follow the directions on the site to set up an e-mail address. You will be asked to set a password. Protect your password. Anyone who has your password can access your e-mails.

10. How do I apply?

To apply you only need to submit an application on-line or in person to SYEP. You are encouraged to submit your application online. Visit www.cityofmemphis.org or www.memphistn.gov , click on "APPLY NOW - Create New Account" or "APPLY NOW - Login to My Account" and complete the online application.

An instructional video will guide you through the application process. If you cannot complete an online application, please contact the Office of Youth Services. The phone number is 901-636-6262; the email address is youth.achieve@memphistn.gov.

11. Where do I get a printed application?

Printed applications are available. These are to be used to gather your information before you submit or someone else submits your online application. To obtain an application you can do any one of the following:

- ([Click here](#))to download and print a copy of the application.
- Pick up an application at:
Summer Youth Employment Program
The Office of Youth Services and Community Affairs
315 S. Hollywood
Memphis, TN 38104.
- An application cannot be mailed to you.

12. Can I submit more than one SYEP application?

No, only the first application submitted will be accepted.

13. Do I have to pay any fees to apply or to work for SYEP?

SYEP does not require any fees for participation in the program. Worksites and program officials are not allowed to charge fees of any kind.

If you are selected to participate, you will need to submit documentation to verify the information on your application. Your invitation to complete your registration will include a list of the documents you will need. You may incur costs to obtain an original or a copy of any needed documents you do not already have. These are the only costs that you could possibly incur to apply for SYEP.

During the summer, you will be responsible for your own transportation to and from work as well as your own meals. These are the only out-of-pocket costs that you should incur while working for SYEP.

14. How will SYEP select participants for the program?

To ensure fairness, the City of Memphis uses a computerized lottery process that randomly selects the SYEP applicants for participation in the program.

15. How does the lottery work?

The names of applicants that submit a complete application are placed into a pool for potential selection. A computer program will randomly re-sort the pool and assign a lottery ranking to each applicant. Applicants are invited to participate according to lottery rank, and the number of positions will depend on the amount of available funds.

For example, if funding allows for 1,000 participants and your lottery number is between one and 1,000, you will be contacted. And, if your lottery number is 1,001 or higher, you will not be contacted, but you will be on the waiting list, in case someone with a lower number does not accept, or the program receives additional funding.

16. Where and when will the lottery be held?

The lottery will be held Friday, January 23, 2009 at City Hall.

17. How will I know if I am selected to participate?

Results will be posted on the SYEP webpage. Click on the link for "Check Application Status" on the SYEP web page to check the status of your application.

You will also be sent an e-mail from Youth Achieve. You will NOT be asked to verify any personal information by e-mail. If you receive an e-mail from Youth Achieve asking for any personal information call (901) 636-6262 immediately.

18. What is a SYEP worksite?

A worksite is the approved location where a participant may be assigned to work. SYEP works year-round to secure worksites for youth. Written agreements are made with non-profit agencies, businesses, schools and government agencies to place youth on jobs at various worksites in the local area.

19. How are assignments to worksites made?

SYEP attempts to make worksite assignments based on the information you provide in your application. Every effort is

made to assign participants to sites near their homes. However, this is not always possible due to the limited number of available jobs.

20. If I don't like my worksite can I go to another worksite?

No. Once you are assigned to a worksite, you will be expected to report to that site. Failure to do so could result in your termination from the program. You may request to be transferred to another site by contacting your assigned SYEP Monitor. If your transfer is approved, you will be given a REPORT TO WORK letter stating the new worksite location and the date and time you are to report to work.

21. What kind of work will I do?

- Participants age 14 - 15 will participate in job readiness and personal development classes conducted by Memphis City Schools.
- Participants age 16 - 21 will participate in a combination of instructional and work hours. The actual work schedule will be developed and provided by the worksite.

22. Can I work overtime?

No. SYEP cannot pay for overtime. If you are asked by your worksite to work outside the official program hours, you must notify the SYEP Manager at (901) 636-6262 immediately.

23. Whom do I contact if I have problems at my worksite?

If you have any concerns that cannot be handled by your worksite supervisor, contact the SYEP office at (901) 636-6262 or youth.achieve@memphistn.gov.